

Information Letter # 0008-2004
“One Stop” Plan Review For Face Change
on Ground Signs
Effective December 27, 2004
Revised 2/21/06 due to Web Site Up-Date

In an effort to expedite the permitting process for a face change on an existing ground sign, a licensed sign contractor may utilize the “*One Stop*” permitting program.

The newly created *One Stop* permitting program is set-up to allow the licensed sign contractor to obtain the required permit(s) while with the plan checker. The “site inspection” that was normally done before the permit was issued, will now be conducted after the face change is permitted and installed.

If the permitted site location is in compliance, the inspector will place the identification tag on or near the existing ground sign. If the site is not in compliance, a removal notice will be issued to the business, licensed sign contractor or both.

It is imperative that the licensed sign contractor provide clear and precise elevation drawing depicting the existing location of the ground sign and site/plot plan that shows:

- Two closest intersecting streets
- North arrow
- Building elevations and footprint of the building
 1. Indicate location of any existing signs that are to remain.
 2. Indicate location of signs that are being removed.
 3. Indicate location of ground sign that the face change is being done on.
 - Match up sign(s) shown on application with sign drawings and location/elevation on building.
Example: Sign “A” must be depicted or indicated on the sign drawings and elevation drawing.
- It is imperative to show all signs (new and old) to ensure the sign count has not been exceeded.
- Locate the tag number or project number of the existing ground sign.
 1. If you are unable to locate the tag, and the sign can not be readily located in the computer, the sign will not qualify for this program as the sign must first be identified. This may mean the plan checker may have to do a broad search and we do not want to cause customers to back up in plan checking. It may also mean you, as the sign company will also have to do additional research.
 2. Provide 2 complete set of drawings (no change to existing policy).
- New elements or cabinets added to the existing ground sign do not qualify for this program. For example: Adding channel letters to a flex, plex or aluminum face, etc. as this requires engineered drawings and a land survey.
- “Refurbs” will not be allowed to make use of this program.

If all documents are in order, the plan checker will complete all required computer work, accept payment, and issue the permit or will direct you to the designated account clerk. No more than 2 locations will be accepted at a time.

If adequate drawings are not provided or the tenant does not have a Certificate of Occupancy, you will be denied and the plan checker will inform you of the deficiencies. The plan checker will not be authorized to hold any rejected or denied paperwork waiting for you to resubmit.

The *One Stop* program may continue to be conducted in conjunction with the Fax and Drop Off Programs; however, these will be done based in order received and may not be completed on the same day received. Priority will be given to those customers who come in to the office. As a reminder, money must be maintained in your APA Account in order to use the Fax or Drop Off Programs.

In an effort to provide accurate, prompt and quality service, Sign Administration staff requests that contractors provide their own due diligence in determining if a street is in the city limits by purchasing a Key Map or view HCAD. The Sign Code, Major Thoroughfare, and Scenic Right-of-Way Maps may now be viewed on-line at <http://www.publicworks.cityofhouston.gov/planning/enforcement/signadmin.htm>